



# STATE OF INDIANA

**Michael R. Pence, Governor**

## DEPARTMENT OF ADMINISTRATION

Commissioner's Office

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204

### Award Recommendation Letter

Date: October 9, 2013

To: Nate Day, Director of Strategic Sourcing  
Indiana Department of Administration

From: Mark A. Hempel, Sr. Account Manager  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 13-97  
Statewide Voter Registration System (SVRS)

A handwritten signature in black ink, appearing to read "MAH", is written over the "To:" line.

**Total Estimated Amount of Contract: \$3,912,278.00**

Based on the evaluation of our team, we recommend for selection **Quest Information Systems, Inc.** to begin contract negotiations to continue the maintenance, modification, enhancement and operational services for the statewide voter registration system. Quest Information Systems, Inc. is committed to subcontract 7% of the total contract value to SmartIT, a certified minority-owned business and 4.5% of the total contract value to eGov Partners, a certified women-owned business. Terms of this recommendation are included in this letter.

The evaluation team received proposals from four (4) vendors:

- Acclaim Systems
- Bluefish
- Election Systems & Software
- Quest Information Systems

The proposals were evaluated by IDOA and a three-member evaluation team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (35 points)
- Price (20 points)
- Indiana Economic Impact (15 points)
- Buy Indiana/Indiana Company (10 points)
- Minority Business Participation (10 points)
- Women-Owned Business Participation (10 points)

The proposals were evaluated according to the process outlined in section 3.2 ("Evaluation Criteria") of the RFP. Scoring was completed as follows:

#### A. Adherence to Requirements

The proposals were reviewed for adherence to mandatory requirements. After review, Bluefish, Election Systems & Software, and Quest Information Systems were passed on to the next phase of evaluation.

## B. Management Assessment/Quality

### Business Proposal

For the business proposal evaluation, the team considered the respondent's ability to serve the state regarding the following sections of the business proposal: company structure, company financial information, references, and experience serving similar clients.

### Technical Proposal

For the technical proposal evaluation, the team considered the respondents proposals in the following areas: vendor profile, transition and resources, software maintenance and enhancements services, training services, help desk services, hosting services, and network services.

The evaluation team's scores were based on a review of the respondent's proposed approach to each section of the technical proposal, Section 2.4, as well as specific questions the respondents were asked to respond to in the RFP and clarifications.

Results of the management assessment/quality evaluation are shown below:

**Table 1: MAQ Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (35 Max)</b>
Bluefish	21.33
Election Systems & Software	21.80
Quest Information Systems	30.57

## C. Cost Proposal

Price is measured against the state's baseline cost for this scope of work. The respondents were measured only against the baseline for the total cost proposed in the respective cost proposals. Cost scoring points were assigned as follows:

- Respondents who meet the state's current baseline cost will receive zero (0) cost points.
- Respondents who propose a decrease to the state's current costs will receive positive points at the same rate as bid increasing cost.
- Respondents who propose an increase to the state's current cost will receive negative points at the same rate as bid lowering cost.
- Respondents who propose a 10% decrease to the state's current baseline cost will receive all of the available cost points.
- If multiple respondents decrease costs below 10% of the current baseline, an additional 5 points will be added to the respondent proposing the lowest cost to the state.

The cost scoring is as follows:

**Table 2: Final Cost Scores**

<b>Respondent</b>	<b>Cost Score (20 Max)</b>
Bluefish	20.00
Election Systems & Software	25.00
Quest Information Systems	20.00

#### **D. Total Scores**

The Cost Scores were then combined with the Management Assessment and Quality Scores to generate the total scores for this step of the evaluation process as described in the RFP. The combined scores out of a maximum possible 55 points are tabulated in Table 3 below.

**Table 3: MAQ + Cost Scores**

<b>Respondent</b>	<b>Management Assessment/ Quality Score (35 max)</b>	<b>Cost Score (20 max)</b>	<b>Total Score (55 max)</b>
Bluefish	21.33	20.00	41.33
Election Systems & Software	21.80	25.00	46.80
Quest Information Systems	30.57	20.00	50.57

#### **E. IDOA Scoring**

IDOA scored the respondent in the following areas – Buy Indiana (10 points), Indiana Economic Impact (15 points), and Minority and Women Business Participation (10 points each) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, Indiana Economic Impact, and Minority and Women Business Participation information with the respondents.

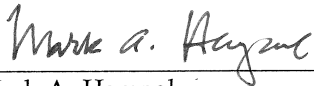
**Table 4: Final Overall Evaluation Scores**

<b>Respondent</b>	<b>Management Assessment/ Quality Score (35 max)</b>	<b>Cost Score (20 max)</b>	<b>Buy Indiana (10 max)</b>	<b>Indiana Economic Impact (15 max)</b>	<b>MBE (10 max + 1 bonus)</b>	<b>WBE (10 max + 1 bonus)</b>	<b>Total Score (100 max +2 bonus)</b>
Bluefish	21.33	20.00	10.00	15.00	10.00	10.00	86.33
Election Systems & Software	21.80	25.00	0.00	6.30	7.50	11.00	71.60
Quest Information Systems	30.57	20.00	10.00	10.88	8.75	6.25	86.45

### **Award Summary**

During the course of evaluation, the state scrutinized the proposal to determine the viability of the proposed business solutions to meet the goals of the program and to meet the needs of the state. The team evaluated the proposals based on the stipulated criteria outlined in the RFP document.

The contract will be for a period of two (2) years from the date of contract execution. Renewals of the contract will be at the State's option.



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Mark A. Hempel  
Sr. Account Manager  
Indiana Department of Administration